

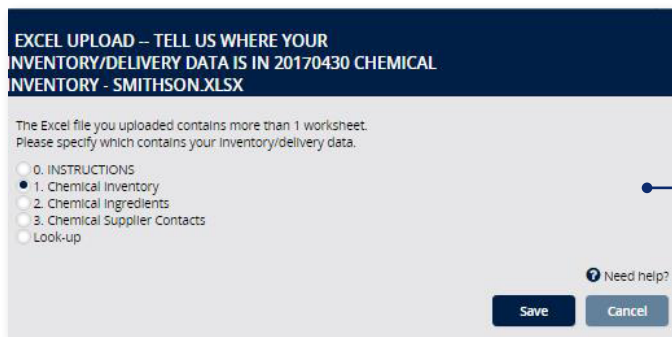
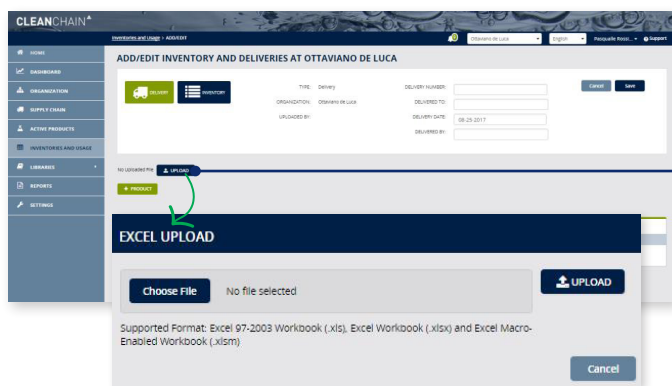
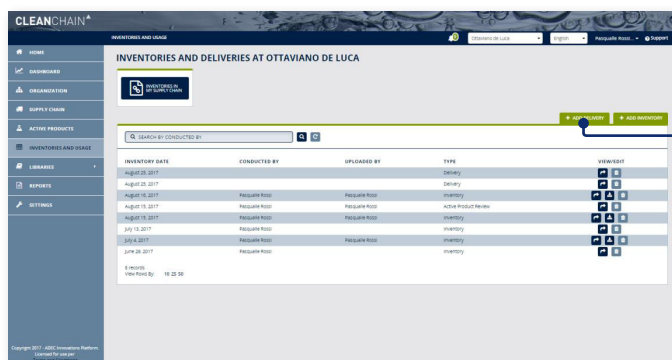
UPLOAD DELIVERY DATA BY EXCEL

The foundation of CleanChain is your chemical delivery and/or inventory data which is used to determine your company's compliance and conformance levels against different MRSLs. Once you upload this chemical information for the first time, you will find it is much easier to manage and update your delivery information over time. Whether you update it daily, weekly, monthly, quarterly or annually, you will be spending less time sorting through



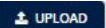
multiple sheets of data and more time analyzing the data for actionable decisions to improve your green chemistry.



This **Quick Reference** will show you how to upload an existing Microsoft® Excel or CSV file of chemical delivery data. NOTE: your worksheet needs to be in Excel or CSV file format and your data will be processed within 3-5 business days after uploading.



TO UPLOAD:

1. Click **Inventories and Usage** .
2. Click **Add Delivery** .
3. Click **Upload** .
4. Click **Choose File** and select the Excel worksheet or CSV file you would like to upload.
5. Click **Upload**.
6. Select the worksheet that contains your chemical inventory data.
7. Click **Save**.
8. You have successfully uploaded your data to CleanChain. The CleanChain team will process your file and notify you when it is complete. This process can take up 3 – 5 business days.